

# Senior Project Manager

## JOB DESCRIPTION

[actionchallenge.com](http://actionchallenge.com)



**actionchallenge**  
challenge events worldwide





About Us

# Action Challenge

**We are Action Challenge, and we bring people together through challenge & adventure.**



Since 1999 we've organised inspirational challenge events & adventures in the UK and Worldwide, for individuals to join, and for groups, companies & charities. Take on a challenge just for yourself, or link it to a special cause and fundraise – so far our events have raised over £90 million for charities. Now is the time to set new goals, to re-energise, and to get active!

We have over 40 UK & overseas challenge events that you can sign up to now – ranging from a meandering 25 km Thames Path walk, to conquering a mighty Himalayan peak. Take on an unforgettable group adventure and push yourself further! We welcome individuals, couples, or groups of friends & family – and you can self fund, or link your challenge with fundraising for a chosen charity.



Few experiences bring a group closer together than an outdoor adventure which challenges comfort zones, builds resilience & understanding, and forges respect & friendships. If you have a group, you can join one of our 40 or so scheduled events, or if you want something special – we can craft a bespoke itinerary or plan a unique challenge event to meet your objectives and get your team energised!





## Senior Operations Manager

**FULL TIME, PERMANENT ROLE, SE LONDON**

We have an exciting opportunity for an experienced events professional to join one of the UK's most popular series of mass participation events, to lead the operational delivery of the events portfolio. Over 90,000 adventurers have taken on an Ultra Challenge® with us, raising over £33 million for charities, and the 14 unique events make up the UK's biggest & best series of treks & runs. This role sits within our Operational Team, and is ideal for a passionate individual who is looking to further their career within the mass participation/ sporting/ events sector to not just gain experience of what we do, but to lead and oversee the delivery of the logistics & operations, both in the planning phases, and the on the day running of the events.

# Senior Operations Manager

### The Opportunity

- Project manage the operational planning & delivery of a series of mass participation endurance events
- Work alongside our Event Planning Manager – to ensure seamless operational plans & models
- Create & set event budgets – and keep on top of finances of each individual event, across the series
- Create detailed logistics plans with tie in with equipment, infrastructure, delivery & staffing models
- Liaise, negotiate and build relationships with suppliers (new & existing)
- Liaise with the wider cross functional teams on participant management & communications
- Lead an agenda of efficiency, cost saving & cost cutting through new & improved processes
- On event management – overseeing the running of aspects of the events with the senior management team – overseeing infrastructure, equipment, venue contacts, logistics & suppliers

### You Will Be...

- A driven individual – who can demonstrate previous impact and success with complex projects
- Highly organised – and be able to demonstrate this with examples of deadlines achieved, solutions delivered, project management successes, and a methodology for efficient outputting & multi-tasking.
- Ambitious – to work within a small focused team, within a growing business
- Passionate to deliver a high quality events, to the best standards – and articulate this to the field based teams
- Committed to be part of an event delivery team – working weekends, and out of hours when required.
- Commercial minded – and able to articulate examples of previous solutions, processes implemented, or cost savings – with the bottom line of the business having directly benefitted from your actions

### You Will Have...

- A degree level education (ESSENTIAL)
- At least 4 years of experience within a relevant role and similar business (ESSENTIAL)
- Strong and proven project management skills (ESSENTIAL)
- Field experience – with responsibility for an area of event management (PREFERABLE)
- Strong communication and written skills (ESSENTIAL)
- An interest and passion for the outdoors (PREFERABLE)
- Available to work the many of the Ultra Challenge calendar (i.e. weekends)



## Job Description

# Senior Operations Manager

### The Role

- Competitive salary- depending on experience
- Additional opportunity to earn overtime through on event work
- 22 days holiday & bank holidays
- Opportunity for international travel & gaining leadership experience through taking part in at least 1 international challenge per year
- Full time, permanent position based from our South East London office, Woolwich Arsenal (5 minute walk from Elizabeth Line)
- We are aiming for the role to begin end August/ September

### Application Process

If you think this role is for you please make an initial application via our online form, no later than the 30th July. All successful applicants will be contacted no later than the 5th August, and invited to meet us for a 1st stage interview where we will explore your work experience, history & career. A final and 2nd round interview will consist of a presentation, based upon a relevant subject matter.

[CLICK HERE TO APPLY FOR THIS ROLE >>](#)







# Contact Us

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